

# ADMINISTRATIVE CALENDAR OF REPORTING FORMS

## 2007 - 2008

Updated ... 6/11/2007

### JULY -- 2007

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	Reports due on a Saturday or Sunday must be received by the following Monday.
July 01	---	Articulation Agreement Update (MCCS Tech Prep Coordinators)
July 1	EF-U-423	Application for Use of Even Start Carry Over Funds
July 1	EF-U-440	Budget Adjustment Form for Even Start
July 15	EF-M-39A	Report of Adult Education for Subsidy Purposes – (January thru June)
July 15	EF-M-46	Summary of Approved General Fund Budget & Report of School Appropriations
July 15	EF-M-46V	Applied Technology Regions Summary of Approved Budget & Report of Assessments
July 15	EF-U-415	Federal Programs Cash Management Report
July 30	On-line	Average Daily Attendance Collection -- <a href="http://www.state.me.us/education/adaform/login_page.htm">http://www.state.me.us/education/adaform/login_page.htm</a>
July 20	---	Teacher of the Year Finalists Portfolios Due
July 31	EF-M-43	Transportation Data for Out-of-District Special Education Students, Homeless Students and Career & Technical Education Students Report
July 31	EF-M-45	Financial Report of Public Schools
July 31	EF-M-45V	Financial Report of Applied Technology Regions
July 31	EF-S-02	Special Education Program Report
July 31	EF-S-07	Request for Subsidy Allocation of Tuition & Board for Students with Disabilities

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### AUGUST -- 2007

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
		01. School bus inspection DUE during this month per Title 29-A, section 2307.
		02. Submit drinking water samples if not on public water supply.
		03. Bus drivers must pass the annual physical examinations prior to operating a school bus (SB-2-76).
August 01	EF-U-430	NCLB Consolidated Application
August 01	EF-V-125	Carl D. Perkins Year-end Financial Report
August 01	EF-X-176	AEFLA Financial Year End Report
August 01	EF-X-177	Adult Basic Education (Annual Performance Report)
August 01	On-line	Project Progress Report -- Perkins January 1 - June 30
August 01 (or 30 days after end of project)	EF-U-433	NCLB Performance Report
August 09	EF-I-32b	Basic School Approval Annual Update -- Private (Include a copy of the school calendar)
August 1	EF-U-420	Annual Financial Report of Even Start Expenditures
August 1	EF-U-420	Annual Financial Report of EL/Civics Expenditures
August 15	---	Policy Statement--Free & Reduced Priced Meals
August 15	EF-S-10	Year-End Report of Special Purpose Private Schools (CARES)
August 15	On-line	Local Entitlement Application -- Special Education (EF-S-08) -- <a href="http://www.4pcamaine.org/login.phtml">http://www.4pcamaine.org/login.phtml</a>
August 15	On-line	Annual Financial Report of Federal Program Expenditures --IDEA - Local Entitlement (EF-S-09E) -- <a href="http://www.4pcamaine.org/login.phtml">http://www.4pcamaine.org/login.phtml</a>
August 20	On-line	Secondary Vocational Program Data Fact Sheet (EF-V-121) -- <a href="http://www.maine.gov/education/Workforce/VE121/loginpage.htm">http://www.maine.gov/education/Workforce/VE121/loginpage.htm</a>
August 31	---	Application for Approval of Nontraditional Limited Purpose School (Renewal)

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### SEPTEMBER -- 2007

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	Start budget preparations.
	02.	Check teacher certifications including conditional certificates.
	03.	Check school nurse license and certification.
	04.	Check all Education Technician levels I / II / III and Substitute authorizations.
	05.	Check all Approval Cards
September 15	EF-U-431A	Title VI Rural Low-Income (RLI) Performance Report
September 01	On-line	Vocational Student Information (EF-V-116) -- <a href="http://www.maine.gov/education/it/forms/116.htm">http://www.maine.gov/education/it/forms/116.htm</a>
September 15	EF-B-56A	Administrative Leased Space Application
September 15	EF-B-56T	Application for Temporary Interim Instructional Space
September 15	EF-M-240	Year-End Report of Private Schools
September 15	EF-S-04A / EF-S-04B	Initial submission of State Agency Client Admission/Discharge Notice, Billing (Update Monthly--Due Friday of the following month.)
September 15	EF-X-132	Year-End Report: Request for Subsidy (Attach Adult Education Course Summary Report)
September 15	EF-X-174	Adult Education Course Summary Report
September 23	On-line	Annual School Approval Update -- Public [Include a copy of the school calendar] (EF-I-291) <a href="https://www.medms.maine.gov/medms">https://www.medms.maine.gov/medms</a>
September 30	EF-S-206	Application for Gifted & Talented Educational Program Approval and Approval of Program Cost for State Subsidy
September 30	On-line	Staff Information System [(EF-M-15) MEDMS] -- <a href="http://www.maine.gov/education/medms/">http://www.maine.gov/education/medms/</a>

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### OCTOBER -- 2007

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	Send name of district Affirmative Action Officer to DOE Affirmative Action Office
October 01	On-line	Habitual Truant Report (EF-I-25) -- <a href="http://www.maine.gov/education/truancy/loginpage.htm">http://www.maine.gov/education/truancy/loginpage.htm</a>
October 02	---	Annual review of Center/Region's Cooperative Agreement--Include review and approval in Center/Region Advisory Group meeting minutes.
October 02	---	Annual review of Center/Region's Live Work Policy--Include review and approval in Center/Region Advisory Group meeting minutes.
October 02	---	Career and Technical Education (CTE) Annual Status Checklist required for all Career and Technical Education Regions and Centers.
October 02	---	Submittal of Center/Region Advisory Group meeting minutes. These minutes should reflect the review and approval of the CTE Center/Region Cooperative Agreement and the Live Work Policy.
October 02	On-line	Carl D. Perkins Title 1c Basic Grant Application -- <a href="http://www.4pca.maine.org/">http://www.4pca.maine.org/</a>
October 10	On-line	Application for Child Nutrition Services
October 15	EF-M-13	October 1st Resident Enrollment Report (Private)
October 15	EF-S-03	Request for Special Education Contract Approval (Last day for initial submission)
October 15	EF-U-415	Federal Programs Cash Management Report
October 15	EUT-41B	Unorganized Territory October 1st Enrollment Form

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### NOVEMBER -- 2007

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
November 01	EF-I-277	Per Pupil Professional Development Allocation Application
November 15	EF-U-431	Title VI Rural Low-Income (RLI) Grant Application
November 20	EF-N-90	Verification Report (Child Nutrition Services)
November 25	EF-T-17	Request for Approval for School Bus Purchases or Lease Purchases is due in order to receive DOE approval by December 30.

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### DECEMBER -- 2007

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	Joint School Committees and Boards of School Directors shall meet in December of the year preceding the expiration of the superintendent's contract and complete and return Form EF-A-605 (Certificate of Employment) including a copy of the contract and minutes of the meeting, to the Deputy Commissioner's office. All Superintendents are required to do this, regardless of multi-year contract. Upon approval by the Commissioner, the original will be retained within the Department of Education and copies returned to the superintendent's office. NOTE: A signed copy should be provided to each Town Treasurer in a school union.
	02.	"Initial audit report" due by December 1st. This report should include: (1) written determination of whether or not proper budgetary controls are in place, (2) written determination of whether or not the annual financial report (EF-M-45) submitted to the department is correct, including submission of an audited reconciliation of the annual financial report prepared and certified by the auditor, and (3) written determination as to whether the school administrative unit has complied with applicable provisions of the School Finance Act of 1985 and the School Finance Act of 1995. Resulting corrections to the "Annual Financial Report of Public Schools" (EF-M-45) report due by December 31st.
December 15	---	Assessment of Immunization Status of School Age Children report is due at the Dept. of Human Services.
December 31	On-line	Report of Services to Students with Disabilities Parts I & II (EF-S-05) -- <a href="http://www.state.me.us/education/speced/EFS05/login_page.htm">http://www.state.me.us/education/speced/EFS05/login_page.htm</a>

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### JANUARY -- 2008

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
		01. Federal Impact Aid Form (ED4019) is Due at the USDOE office by January 31, or as otherwise specified by them and a copy should be sent to DOE, MIS Team.
January 15	EF-U-433	NCLB Carryover Report Due (if applicable)--part of the EF-U-433 package
January 7	---	Rural Education Information Form including ADA data from annual Administrative Letter
January 15	EF-U-415	Federal Programs Cash Management Report
January 15	On-line	Project Progress Report – Perkins July 1 - December 31 -- <a href="http://www.4pcamaine.org/">http://www.4pcamaine.org/</a>
January 31	EF-U-428	Request for Reallocated Title I Funds
January 8	EF-M-39B	Report of Adult Education for Subsidy Purposes - July thru December

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### FEBRUARY -- 2008

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
	01.	School bus inspection Due during this month per Title 29-A, section 2307.
	02.	All budget meetings must be held on or before June 30 except when the level of state subsidy for the next school year is not finalized by the State Legislature before June 1 (20-A Sec 15617 s-sec 2C).
February 01	---	On-site Review of Nutrition Program (To be retained by the school administrative unit.)
February 17	---	Teacher of the Year Nominations Due



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### MARCH -- 2008

DUE DATE

FORM / ITEM NUMBER

DESCRIPTION

March 30

On-line

Application for Summer Food Service Program Due

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### APRIL -- 2008

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
April 14	---	Talent Pool Submission Form
April 15	EF-M-14	April 1st Resident Enrollment Report (Private Schools)
April 15	EF-U-415	Federal Programs Cash Management Report
April 28	EF-S-214	EPA High Cost Out-of-District Placement Adjustment Form

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### MAY -- 2008

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
		01. Prepare to complete summary of approved budget and report of appropriations. (DUE July 1)
May 10	BVE-507	Apportionment of the Approved Vocational Region Budget

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### JUNE -- 2008

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
June 15	---	File updated Affirmative Action Plan with DOE Affirmative Action Office.
June 15	EF-U-440	Budget Adjustment Form for EL/Civics
June 15	EF-V-128	AEFLA Budget Adjustment Form
June 30	---	College Transitions Application
June 30	---	Even Start Carryover Report
June 30	---	Maine School Vision, Hearing, Spinal & BMI Screening Report Form (Submit to State DOE)

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### ADDITIONAL FORMS REQUIRED -- 2007-2008

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
08th of each Month	On-line	Claim for Reimbursement of Child Nutrition Services
15th of each Month	On-line	Food Distribution Offer Acceptance Form
18th of each Month	On-line	Food Distribution Extras Form
Annually	---	Audit reports of public school expenditures & revenues July 1 - June 30 fiscal year shall be filed with the Commissioner within 9 months after the end of the audit period.
Annually	EF-A-605	Certificate for the Employment of Superintendent
Annually Every 12 Months	---	School Bus Driver Physical Education Form
As Required	---	Notice for Letter of Intent—Compulsory Attendance Private
As Required	---	Family Literacy Reporting Form
As Required	---	Fast-Track Recommendation Form
As Required	---	After-School Care Snacks Application Agreement
As Required	EF-B-55A	Addendum to EF-B-55 – Final Financial Report – School Construction
As Required	EF-B-56C	Lease Space Conversion Application
As Required	EF-C-300-C	Application for Initial Certification Approval
As Required	EF-C-300-P	Application for Educational Technician Authorization
As Required	EF-C-300-PR	Application for Educational Technician Authorization Renewal
As Required	EF-C-302	Conditional Affidavit (Pink)
As Required	EF-C-310	Transitional Endorsement Affidavit (Green)
As Required	EF-C-315	Targeted Need Affidavit (Blue)
As Required	EF-I-233	Notice of Intent for Equivalent Instruction Program through Home Instruction
As Required	EF-M-210	Request for Approval for Placement and Room. & Board Costs for School Pupils from Remote Administrative Units
As Required	EF-S-01	Request for Tuition Placement of Students with Disabilities
As Required	EF-S-03	Report of Special Education Contract Approval
As Required	EF-S-04A	Amended State Agency Clients Admission/Discharge Notice (Update Monthly--Due Friday of the following month.)
As Required	EF-S-04B	Monthly State Agency Clients Billing (due first Friday of following month)
As Required	EF-T-20	School Bus Purchase Report (for all purchases and lease purchases) due within 30 days of purchase or no later than June 30 of the fiscal year in which the purchase is made, whichever comes first.

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### ADDITIONAL FORMS REQUIRED -- 2007-2008

<u>DUE DATE</u>	<u>FORM / ITEM NUMBER</u>	<u>DESCRIPTION</u>
As Required	EF-V-105	Report of Secondary (Vocational) School Pupils (Indian Education)
As Required	EF-V-106	Report of Secondary (Vocational) School Pupils (Unorganized Territories)
Before change is made	On-line	Carl D. Perkins Project Adjustment Form -- <a href="http://www.4pcamaine.org/">http://www.4pcamaine.org/</a>
Before changed expenditure is made	On-line	Career and Technical Education Budget Adjustment Form--Carl Perkins Grant (EF-V-128) -- <a href="http://www.4pcamaine.org/">http://www.4pcamaine.org/</a>
Prior to Approval	---	Application for Approval of Nontraditional Limited Purpose Private Schools (Initial Approval)
Prior to Approval	---	Application Form for Basic School Approval (Special Purpose Private Schools)
Prior to Approval	EF-I-30b	Initial Application for Basic School Approval (Private Elementary)
Prior to Approval	EF-I-30c	Initial Application for Basic School Approval (Private Secondary)
Prior to Participation	EF-T-23	Letter of Intent to participate in the Maine School Bus Purchasing Program
Within six months from date of the interim audit	EF-B-55	Final Financial Report - School Construction

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### CODING USED ON REPORTING FORMS

All required forms have been assigned form numbers using the following format, which indicates team responsibility

EF - A	Leadership Team, Office of the Commissioner	207-624-6620
EF - B	Support Systems Team, Finance	207-624-6864
EF - C	Support Systems Team, Certification	207-624-6603
EF - I	Learning Systems Team, Learning Results	207-624-6600
EF - M	Management Information Systems Team	207-624-6790
EF - N or D & SNP	Support Systems Team, Child Nutrition Services	207-624-6843
EF - O	Education in Unorganized Territory	207-624-6892
EF - S	Learning Systems Team, Special Services	207-624-6650
EF - T	Support Systems Team, Transportation	207-624-6848
EF - U	Federal Programs	207-624-6600
EF - V & BE	Learning Systems Team, Career & Technical Educ,	207-624-6730
EF - X	Learning Systems Team, Adult Education	207-624-6752
ED4019	Federal Impact Aid Form - Washington D.C.	207-260-3858

*The Maine Department of Education ensures equal educational opportunities, and affirmative action regardless of race, sex, color, national origin, religion, marital status, age or handicap.*